



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

September 9, 2011

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: William T Fujioka  
Chief Executive Officer

Lisa M. Garrett  
Director of Personnel

Board of Supervisors  
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Fifth District

## PROBATION WORKFORCE REDUCTION AND RETURN TO WORK STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return-to-work activities.

### Seniority Lists/Workforce Reduction Plan

Due to attrition, Probation has eliminated the need to layoff Senior Detention Services Officers and has reduced the total number of impacted staff from 194 to 164 (148 Detention Services Officers and 16 Group Supervisor, Nights). Layoff notices will be given to the impacted staff on September 15, 2011 and become effective on September 30, 2011.

At the request of the Chief Executive Office (CEO), DHR consulted with LACERA on retirement accrual for employees who are re-hired after layoff. The following summarizes the response:

Retirement Contributions	Re-hired Less than One Year from Layoff	Re-hired More than One Year from layoff
Not withdrawn at layoff	<ul style="list-style-type: none"><li>No impact to membership entry age, entry date, and contribution rate prior to layoff</li><li>No service credit earned during layoff period</li></ul>	Treated like any other returning member
Withdrawn at layoff	<ul style="list-style-type: none"><li>Employee must redeposit withdrawn amount with interest to avoid new entry date</li><li>Contribution rate based on age at birthday nearest to re-hire date</li></ul>	

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Layoff Informational Seminars for employees will be held on September 20, 21, 22, and 23, 2011. The seminars are scheduled to accommodate each juvenile hall as well as day and night shifts. Representatives from LACERA and Rapid Response will provide information to employees on retirement, unemployment insurance claims, employment and training opportunities, financial planning services, COBRA, etc.

Fifty-three Probation managers and supervisors attended the mandatory training relative to issuing layoff notices to staff. The trainings were held on August 31, 2011 and September 1, 2011.

#### Meetings with the Labor Unions

CEO Employee Relations, Probation, and DHR will be meeting weekly with AFSCME Local 685, SDPO Association, PMA, and SEIU Local 721 to address the layoffs and related issues. The most recent meeting was held on September 7, 2011.

#### Transition Services

At Probation's request, DHR will be hosting a second job fair, which will take place on September 13, 2011 at Los Padrinos Juvenile Hall from 10 a.m. to 1 p.m. To date, four County departments have indicated that they will participate. Invitations have been sent to neighboring counties and cities as well.

The Sheriff's Department (LASD) has agreed to consider Probation employees for Custody Assistant positions. Interested employees can be administratively reassigned if they meet the conditions of employment including a background check. Probation supervisors, managers, and directors were advised on August 30, 2011, to notify employees of this opportunity and associated application procedures.

#### Return-to-Work

- On September 8, 2011, CEO staff met with third party claim administrator examiners to emphasize the importance of aggressive claims management and ensure every effort is made to identify, prosecute, and deter fraudulent workers' compensation acts.
- On September 14, 2011, CEO staff will meet with the Probation Risk Manager to provide an overview of workers' compensation anti-fraud program. The overview will include training to assist the department identify potentially fraudulent acts and report them in a timely manner.
- The workers' compensation third party administrator (AIMS) is actively participating in return-to-work efforts and CEO has required additional effort on the claims side, specifically that AIMS establish a disability slip funneling mechanism to Probation and e-mail disability slips (not medical reports) to the appropriate Probation return-to-work staff. This will help ensure the return-to-work files are updated with timely disability slips.
- CEO staff began assisting Probation with updating medical certifications and verifying employees' return to work status.
- CEO and Probation staff are evaluating workers' compensation claim history at the Downey headquarters location, comparing history from Probation to the Internal Services Department. Probation is evaluating the claims that have the Downey address to verify the employees are actually based at that location and they are determining how many of their employees who are based at headquarters are field-based.

Each Supervisor  
September 9, 2011  
Page 3

- The weekly workers' compensation claim history is being tracked and the fiscal year-to-date average (12.9 claims per week) is 29 percent lower than the Fiscal Year 2010-11 average frequency (18.2 claims per week).
- The activities included in the Safety Action Plan are in various stages of implementation. Many of the activities will be on-going.
- On September 8, 2011, Probation staff attended the Department of Public Works (DPW) Safety Committee meeting to learn the DPW meeting structure and use it as a model for Probation.
- CEO provided ergonomics training materials for Probation to distribute, including 2,500 items of mouse pads, booklets, slide guides, and bookmarks. Probation will be distributing these materials and other ergonomics tips to all employees in September, 2011.
- CEO and Probation discussed several items, including creating a project log called "Work Order", updating policies and enhancing processes, events liability reduction methods, and determining root causes through accident investigations.
- CEO continues to provide weekly workers' compensation and liability data.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

WFT:EFS:LMG  
SAW:ef

c: Executive Office, Board of Supervisors  
County Counsel  
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Probation